

Illinois Career Resource Network



If you need help (or a **CIS username**) send email to icrn@ides.state.il.us or call us toll-free at 1-877-513-1987.

For high school students, college students and adults. A comprehensive guide to Illinois careers, training programs and schools. Check out the **CIS Aid Sort** to locate **scholarships**!

For middle and high school students that want to quickly access information about occupations, wages, employment projections and to view videos of people doing their jobs.

For middle and junior high school students. What you like can lead to a career you love. See over 280 occupations in Countdown 9,8,7... New graphics and career interest areas.

www.ILWorkInfo.com/icrn

CIS, the Illinois Career Information System:

<p>Occupations & Employment</p> <ul style="list-style-type: none"> Occupations Occupation Sort Self-Employment Military Employment Job Search Keep That Job Skills Assessment IDEAS Assessment O*NET Interest Profiler O*NET Work Importance Locator Assessment Link <p>Education & Training</p> <ul style="list-style-type: none"> Programs of Study Illinois Schools National Schools School Sort Graduate School Sort Financial Aid Financial Aid Sort Apprenticeships Keep on Learning <p>Other CIS Components</p> <ul style="list-style-type: none"> Career Interest Areas Learning Activities HORIZONS Link 	<p>Plan your Education</p> <p><i>explore</i></p> <p>★ schools ★ programs ★ courses <i>start now</i></p> <p>Get with the groove . . .</p> <p>O*NET Work Importance Locator</p> <p>Fill out this assessment on-line. Identify the importance of work values to you. Then explore occupations that match your values.</p> <p><i>learn more</i></p> <p>Get that Job !!!</p> <p>Finding work that is satisfying takes planning and preparation.</p> <p><i>Check out these tips.</i></p>	<p>Real World Interviews</p> <p>They really do the job...</p> <p>Aerospace Engineer</p> <p>"I've always been interested in stuff that goes up in the sky. Airplanes, rockets, you name it."</p> <p>Hairstylist</p> <p>"Your business depends on making the clients happy."</p> <p>Preview the new Occupation Sort</p> <p><i>Give us feedback on the beta version</i></p> <p>Related Links</p> <ul style="list-style-type: none"> CIS Quick Reference Guide Site Map Standards for Success Employer Locator How to use CIS to Plan your future (1.3 MB PDF)
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Lola L. Lucas, Research Economist
Illinois Department of Employment Security
(217) 785-1728 llucas@ides.state.il.us

STATE RESOURCES FOR REGION V

State Pages for Workforce Development
Labor Market Information (LMI) and
Career Information Delivery Systems (CIDS)
Live links at America's Career InfoNet

<http://www.acinet.org/acinet/library.asp?category=5.1&stfips=>



ILLINOIS

- Illinois - [Illinois Career Resource Network](#)
- Illinois - [Illinois Employment and Training Center Network](#)
- Illinois - [Illinois Labor Market Information Source](#)
- Illinois - [Illinois Workforce Investment Act](#)
- Illinois - [Illinois' Job Bank](#)

INDIANA

- Indiana - [Indiana Career and Postsecondary Advancement Center](#)
- Indiana - [Indiana Department of Workforce Development](#)
- Indiana - [Indiana Workforce Investment Act](#)
- Indiana - [Indiana's Job Bank](#)
- Indiana - [Indiana's New Economy Workforce Statistics](#)

IOWA

- Iowa - [Iowa Center for Career and Occupational Resources](#)
- Iowa - [Iowa CHOICES](#)
- Iowa - [Iowa Jobs](#)
- Iowa - [Iowa Labor Market Information](#)
- Iowa - [Iowa Workforce Development](#)
- Iowa - [Iowa's Job Bank](#)

KANSAS

- Kansas - [Kansas Department of Human Resources](#)
- Kansas - [Kansas Employment and Training](#)
- Kansas - [Kansas Job Link](#)
- Kansas - [Kansas Labor Market Information](#)
- Kansas - [Kansas Workforce Investment Act](#)
- Kansas - [Kansas' Job Bank](#)

MICHIGAN

- Michigan - [Michigan Career Portal](#)
- Michigan - [Michigan Department of Career Development](#)
- Michigan - [Michigan Labor Market Information](#)
- Michigan - [Michigan Occupational Information System](#)
- Michigan - [Michigan Talent Freeway](#)

- Michigan - [Michigan Workforce Investment Act](#)

MINNESOTA

- Minnesota - [Minnesota Career Information System](#)
- Minnesota - [Minnesota Career Resource Network](#)
- Minnesota - [Minnesota Department of Labor and Industry](#)
- Minnesota - [Minnesota Internet System for Education and Employment Knowledge](#)
- Minnesota - [Minnesota Labor Market Information](#)
- Minnesota - [Minnesota Workforce Center](#)
- Minnesota - [Minnesota Workforce Investment Act](#)
- Minnesota - [Minnesota's Job Bank](#)

MISSOURI

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- Missouri - [Missouri Occupational Information Coordinating Committee \(MOICC\)](#)
- Missouri - [Great Hires](#)
- Missouri - [Missouri Department of Labor and Industrial Relations](#)
- Missouri - [Missouri Division of Employment Security](#)
- Missouri - [Missouri Labor Market Information](#)
- Missouri - [Missouri Workforce Investment Act](#)
- Missouri - [Missouri Works](#)
- Missouri - [Missouri's Job Bank](#)
- Missouri - [Missouri's New Workforce Development System](#)

NEBRASKA

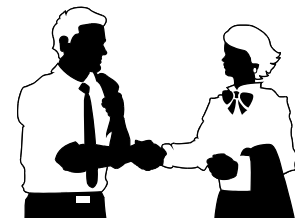
- Nebraska - [Nebraska Career Information System](#)
- Nebraska - [Nebraska Labor Market Information](#)
- Nebraska - [Nebraska Workforce Development](#)
- Nebraska - [Nebraska Workforce Development Worker Services](#)
- Nebraska - [Nebraska Workforce Investment Act](#)
- Nebraska - [Nebraska's Job Bank](#)

OHIO

- Ohio - [Ohio Career Development](#)
- Ohio - [Ohio Career Information Systems](#)
- Ohio - [Ohio Job Net ONLINE](#)
- Ohio - [Ohio Labor Market Information](#)
- Ohio - [Ohio Workforce Connection - Local WIA Information](#)
- Ohio - [Ohio's Job Bank](#)

WISCONSIN

- Wisconsin - [Wisconsin WISCareers](#)
- Wisconsin - [Wisconsin Department of Workforce Development](#)
- Wisconsin - [Wisconsin JobNet Job Search](#)
- Wisconsin - [Wisconsin Labor and Industry Review Commission](#)
- Wisconsin - [Wisconsin Labor Market Information \(LMI\)](#)
- Wisconsin - [Wisconsin Workforce Investment Act](#)
- Wisconsin - [Wisconsin's Job Bank](#)



Types of Career-related Assessments

Aptitude

Ability

Skills

Interest inventories

Values

Personality

Career development phase

Work readiness

Work/team style

Leadership style

Learning style

Language

Others:

A Counselor's Guide to Career Assessment Instruments **Fourth Edition**

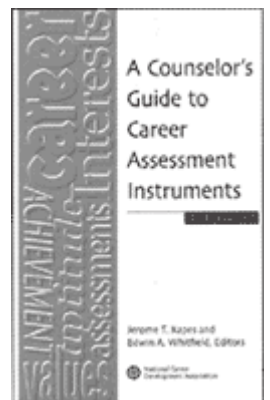
Edited by Jerome T. Kapes and Edwin A. Whitfield

The new Counselor's Guide provides new reviews and instruments with 50 comprehensive reviews of the leading instruments, and 250 annotations of additional instruments. This resource includes chapters on trends, selection guidelines, personal advocacy, computer-assisted assessment, and staff competencies. A matrix will help to identify instruments by specific features and a text is provided for counselor education programs. This is an excellent resource for program planners and career providers.

Price: \$70.00

ISBN 1-885333-07-2

see <http://ncda.org> for the National Career Development Association



Career Planning Assessment

<http://www.careernet.state.md.us/assessment.htm>

"No bird soars too high if he soars with his own wings."

William Blake

USE OF ASSESSMENT

To a large degree, maximum success in choosing a satisfying and lasting career will depend on how well you make a self-inventory by evaluating your skills, abilities and interests. Conducting an effective self-inventory is not an easy task. It is difficult since you have to examine your entire life's activities. It requires an individual reflective effort, as well as guidance from family, counselors, and teachers along with appropriate tests. The following information is provided to assist you in conducting self-assessment.

SELF-ASSESSMENT

Take a moment and think about the following questions. ***What do you like doing? How do you spend your time? What are your natural talents and abilities? What do you do best? What do you like doing the most? What skills do you already have from previous experiences that may qualify you for new jobs? What are your unique traits and characteristics? What is important to you? What do you need in your career to stay motivated and energized? Do you really know yourself?***

The first step in planning your job search involves getting to know yourself. Your self-assessment is an important step, since it relates how you present yourself to employers. Individual assessment is the first step in the Three-Step Career Planning Process. Employment search readiness refers to those actions that each of us should be doing in order to maximize our chances of "getting ahead" or taking advantage of new opportunities. Finding the right job begins with identifying the right job skills. Knowing what you like to do and doing the job well increases your chances for career success. Identifying your work values, personality and career inventories are the cornerstone to find the dream job.

Self-assessment instruments can help you identify your strengths, transferable skills, interests, attitudes, abilities, personal style, work values, and priorities. Through the careful selection of career assessment tools, you can facilitate an awareness of options and provide a foundation for decision making and career planning. You will find it helpful to develop an assessment plan that includes formal assessments and informal assessment activities. You will need to commit some time to prepare your personal inventory. You then can have the conviction that you are on the right road. The data then becomes an important resource as you continue in your career planning activities.

Formal Assessments

There are literally hundreds of formal assessments that could be used in the work place. ***As you consider the array of career assessments, both formal and informal, keep two basic points in mind:***

(1.) identify those instruments/methods that meet your information needs; and (2) be aware that a fee may be charged for the use of some tests. Some tests can be administered on a computer and give instant scoring. Others are administered by paper and pencil and can be self-scored, and many can be sent out for machine scoring by the test publisher. Although more expensive, the test interpretation booklets and summary reports available from the test publisher may be very helpful and time-saving.

FORMAL ASSESSMENTS

Most formal assessment instruments fall into one of five categories:

- 1. Aptitude and ability tests***
- 2. Interest inventories***
- 3. Values assessments***
- 4. Career development assessments***
- 5. Personality or management style inventories***

Aptitude and Ability Tests

These instruments attempt to measure your overall ability, including general intelligence, achievement, aptitude, and reading ability. Some are administered individually and can only be given by a certified psychologist. Others are given to groups. In appraising adult career capabilities, it is particularly important that intelligence and aptitude tests have evidence of vocational validity (i.e., that they be predictive of occupational level or occupational aptitude patterns). Some examples of **aptitude and ability tests** include the **Adult Basic Learning Examination (ABLE)** and the **Armed Services Vocational Aptitude Battery (ASVAB)**.

Interest Inventories

Standardized interest inventories help individuals identify their preferences for a particular activity. Suggestions are then made regarding the occupations or occupational clusters that most closely match one's interests. Some suggested career interest inventories to utilize for career assessment are the **Self-Directed Search**, **Career Assessment Inventory (CAI)**, **Career Occupational Preference System (COPS)**, **Harrington O'Shea Career Decision Making System (CDM)**, **Strong Interest Inventory ((SII)**, and the **American College Testing Unisex (UniACT)** instrument. There are a number of assessment services on the Internet to help you.

Personality Type -- Interest Inventory

Many interest inventories are based upon Dr. John Holland's Personality Type Career Development Theory. A way to understand yourself is to look at your personality using the Holland Theory of Personality Types. Dr. John Holland theorizes that people work best in work environments that match their personality type. People and work environments can be matched for a "best fit" and loosely classified into these six different groups: **Realistic, Enterprising, Investigative, Conventional, Artistic and Social**. Most people are some combination of two or three of the Holland interest areas. These two or three letters become your "**Holland Code**". For example, if on your inventory, your scores rate high and relate to the area of the Realistic type most, then the Enterprising type somewhat less, and the Social type even less, your Holland code would be "**RES**". Persons with a clearly differentiated Holland Code such as "RES" are said to have a high profile. Persons with an undifferentiated personality type preference are said to have a low profile. Low profiles are caused by either too many interest in too many areas or little or no interest in an area. Another easy way to remember the Holland Codes is **RIASEC, Realistic, (Artistic, Investigative, Social, Enterprising and Conventional)**. An easy way to understand and remember the Holland codes is that **Realistic** people are "**Doers**", **Investigative** are "**Thinkers**", **Artistic** are "**Creators**", **Social** are "**Helpers**", **Enterprising** are "**Persuaders**" and **Conventional** are "**Organizers**".

There are other test instruments to help you conduct a self appraisal. The Profiler is a reliable and effective instrument for determining personality types. Based on the works of Carl Jung, **The Personality Profiler identifies 4 Global Scales: Extroverting-Introverting; Sensing - Intuiting; Thinking-Feeling; and Organizing-Adapting**. Individuals are shown their degree of preference through bar graphs. Finally, The Personality Profiler also has a 5th Global Scale and 2 additional Facet Scales that measure an individual's response to daily stress. Professionals provide pro-active feedback and suggestions.

Values Assessments

The process of values clarification is a frequently used component of career exploration. It assists individuals in identifying priorities, and it encompasses any activity that promotes self-examination. Values serve as a guide for behavior and as a basis for planning. Values are indicated in goals, attitudes, interests, feelings, activities, behavior, and even by problems. Relating values to work decisions and choices helps a person determine his or her reasons for wanting to work, the characteristics of occupations that are appealing to them, and their career goals. Some examples of values assessments are **Super's Work Values Inventory and Career Values Card Sort**. **Operational Work Values Questionnaire -- The Work Values Arrangement List (VAI-OR)** is based upon 20 years of research by psychologists and professionals. Of the hundreds of values in existence the Work Values List provides 42 of peoples' most commonly help values. Work Values come in 2 types: Cultural and Operational. Cultural Work Values define the purpose, character and direction of your career and work life. Operational Work Values are those values that employ more on a day-to-day basis. Our Operational Work Values help us express and achieve our Cultural Work Values. To help you in your daily routine, this questionnaire can assist you in understanding your Operational Work Values.

Career Development Assessments

Career Development Assessment instruments attempt to assess where a person may be in the career decision making/development process, predisposition towards career change, stylistic approach, and other factors that affect the career development process. Some examples of career development assessments include the Adult Concerns Inventory, Assessment of Career Decision Making, Career Decision Scales, Career Development Inventory, Career maturity Inventory, Career Path Strategy, and the Career Skills Assessment Program. If you are interested in finding out what careers you might like to pursue, please utilize the [Michigan Occupational Information System Self-Assessment Survey](#).

Personality/Management Style Inventories

Personality/Management Style Inventories assess the emotional, social, and motivational aspects of an individual. Examples of personality/management style inventories include the **Myers-Briggs Type Indicator (MBTI)**, the **Sixteen personality Factor Questionnaire (16PE)**, **BEST Behavior Profile**, **California Personality Inventory (CPI)**, **Personal Style Indicator**, **I-Speak Your Language**) and [Finding Your Own Behavioral Style](#).

INFORMAL ASSESSMENTS

Informal assessment involves gathering information from observations, reports from instructors and supervisors, school and work records, personal interviews and conferences, and computer programs. These assessment methods provide you with information about your current interests, attitudes, and feelings -- all of which have a bearing on employability and promotability.

INFORMAL ASSESSMENT INSTRUMENTS

- Card Sorts
- Informational Interviews
- Individual and Group Discussions
- Job Shadowing

COMPUTERIZED CAREER INFORMATION DELIVERY SYSTEMS (CIDS)

Some **Computerized Career Information Delivery Systems**, such as *Discover*, *Choices*, *Computer Information System (CIS)*, *Coordinated Occupational Information Network (COIN)*, *the Guidance Information System (GIS)*, and *the System of Interactive Guidance and Information PLUS More (SIGI)* have interactive components that provide self-assessment activities for interests, temperaments, work values, and other work-related factors. Occupations that match the entered data are suggested for exploration. Using a CIDS can be highly motivational and time-efficient. Also, the Department of Labor has developed a computerized occupational information system called [O'NET](#).



<http://www.ets.org/testcoll/index.html>

The ETS Test Collection includes an extensive library of 20,000 tests and other measurement devices from the early 1900s to the present.

Access Key:	atsk
Call number:	TC016276
Title:	Career Guidance Inventory.
Author:	Oliver, James E - Find All
Availability:	Wintergreen/Orchard House, Inc.; P.O. Box 15899, New Orleans, LA 70175-5899
Year:	1989
Test Acronyms:	CEP - Find All
Test Acronyms:	CGI - Find All
Code:	8908
Major Descript.:	Career Guidance - Find All
Major Descript.:	Community Colleges - Find All
Major Descript.:	Computer Assisted Testing - Find All
Major Descript.:	Course Selection (Students) - Find All
Major Descript.:	Educational Counseling - Find All
Major Descript.:	High School Students - Find All
Major Descript.:	Interest Inventories - Find All
Major Descript.:	Majors (Students) - Find All
Major Descript.:	Student Educational Objectives - Find All
Major Descript.:	Technical Institutes - Find All
Major Descript.:	Trade and Industrial Education - Find All
Major Descript.:	Two Year College Students - Find All
Major Descript.:	Vocational Interests - Find All
Minor Descript.:	High Schools - Find All
Minor Descript.:	Two Year Colleges - Find All
Abstract:	For use by students planning an instructional program in a trade, vocational, or technical school or a community college. Provides measures of interest in career activities associated with programs most often completed in these schools. Intended for use in a total educational and career guidance program. Can be of benefit to students and counselors in determining students' instructional needs and areas of study. Allows for assessment of personal preferences for activities associated with 47 instructional programs. Also available in a software program, Computerized Educational Planning Program, that incorporates all components of the Educational Interest Inventory and the Career Guidance Inventory.
General notes:	See also Educational Interest Inventory (TC 016275). ITEMS: 235.
Grade Level:	10; 11; 12; Higher Education.
Security Level:	1
MultiVolume:	FALSE

Other Professional Resources

The Journal of Counseling and Assessment (quarterly)

<http://www.sagepub.com/JournalSample.aspx?pid=338>



The **Journal of Career Assessment** covers the various techniques, tests, inventories, rating scales, interview schedules, surveys, and direct observational methods used in scientifically based practice and research to provide an improved understanding of career decision-making. Topics include:

- *Career assessment strategies*
- *Developments in instrumentation*
- *Validation of theoretical constructs*
- *Relationships between existing instruments*
- *Career assessment procedures*
- *Relationships between assessment and career counseling/development*
- *Review articles of career assessment strategies and techniques*

Tests and Other Assessments: Helping You Make Better Career Decisions (from the O*NET Resource Center)

<http://www.onetcenter.org/guides.html>



The Guide is focused toward clients of workforce development programs. It explains how assessment instruments are used in employment selection and career counseling and gives tips and strategies for taking tests and other assessments



The Association for Assessment in Counseling and Education

(AACE) is an organization of counselors, educators, and other professionals that advances the counseling profession by providing leadership, training, and research in the creation, development, production, and use of assessment and diagnostic techniques. <http://aac.ncat.edu/index.htm>

The Center for the Study of Technology in Counseling and Career

Development at Florida State University offers research, bibliographies and technical papers on assessment and computer-based testing. Highly recommended!

<http://www.career.fsu.edu/professional/index.html>

National Career Development Association at <http://ncda.org> has the classic *A Counselor's Guide to Career Assessment Instruments* (4th edition.)

The **International Personnel Management Association**

Assessment Council at <http://www.ipmaac.org> focuses on workplace assessments.

